

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

AMENDED

reflects the target grade for a Chief Pretrial Services Officer

VACANCY NUMBER:	16-01
POSITION TITLE:	CHIEF U.S. PRETRIAL SERVICES OFFICER
LOCATION OF POSITION:	PHILADELPHIA, PENNSYLVANIA
SALARY RANGE:	\$123,775 - \$188,712
GRADE RANGE:	JSP-15/01 to JSP-16/10
OPENING DATE:	NOVEMBER 23, 2015
CLOSING DATE:	JANUARY 22, 2016

The United States District Court for the Eastern District of Pennsylvania is accepting applications for the position of Chief Pretrial Services Officer.

The Chief Pretrial Services Officer administers and manages the Federal pretrial services within the 9 county area surrounding Philadelphia. The district has 21 active district judges, 15 senior judges, and 12 magistrate judges. The Pretrial Services Office maintains headquarters in Philadelphia with two divisional offices in Reading, Pennsylvania and Allentown, Pennsylvania.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, prior to appointment, applicants considered for this position will undergo a full FBI background investigation. As conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by the court for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>

Representative Duties:

Organizes the pretrial services office to ensure expeditious handling of investigative work for the courts and effective supervision of persons on pretrial release.

- ◆ Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of pretrial services; promulgates policies, procedures, and guidelines to meet these requirements.
- ◆ Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court along with standards to ensure an appropriate level of service delivery.
- ◆ Appoints all pretrial services officers and non-officer personnel with the approval of the district court; responsible for all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are adequately trained; makes certain the work of all subordinates is systematically evaluated.
- ◆ Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.

- ◆ Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions, certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of service, equipment, and supplies.
- ◆ Establishes and administers continuing in-service training programs to ensure high- quality service delivery through staff development.
- ◆ Solicits contracts for carrying out the pretrial services functions.
- ◆ Maintains an effective system of communication providing pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability in the performance of duty.
- ◆ Maintains liaison with the chief judge, other judges, and magistrate judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound pretrial release and detention practices.
- ◆ Establishes and maintains cooperative relationships with other pretrial services and probation offices to assure all requests for assistance from other districts are met promptly and effectively.
- ◆ Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- ◆ Effectuates and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- ◆ Develops and maintains public relations program which explains pretrial services to the community; assumes responsibility for communication to the news media under the direction of the court.
- ◆ Coordinates with local agencies which may serve as third-party custodians of persons on pretrial release.
- ◆ Advises the court on an ongoing basis of the eligibility, availability, and capacity of local agencies which may serve as third-party custodians of persons on pretrial release.
- ◆ Establishes and maintains contact with public and private agencies which provide employment and medical, legal, or social services.
- ◆ Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the court on results of bail decisions; prepares periodic reports to assist in the improvement of the bail process.

Qualifications:

Applicants must possess substantial organizational, administrative, and leadership skills. Preference will be given to candidates with management training and a demonstrated record of effective management.

To qualify for a position of chief pretrial services officer JSP-15, 16, 17 or 18 a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. Three years of specialized experience is mandatory and no substitutions are permissible.

Specialized experience is defined as progressively responsible experience, gained after completion of a degree in investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs in such fields as probation, pretrial services, parole corrections, criminal investigation, or work in substance/addiction treatment.

Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience.

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade. If a person does not have three years of management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level. Substantial management experience is a high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such

experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Application Process:

Candidates must submit a letter of application and resume ***marked confidential*** which addresses qualifications, skills, and experience necessary to perform the duties and mail to:

Michael E. Kunz
Clerk of Court
U.S. District Court
601 Market Street-Rm. 2609
Philadelphia, PA 19106

This position will be filled in accordance with the Equal Employment Opportunity Plan of this court.

PETRESE B. TUCKER
Chief Judge